

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: OCTOBER 31, 2013
CLOSING DATE: NOVEMBER 6, 2013

DEPARTMENT: Finance

POSITION: Accountant Senior

LOCATION: Globe

JOB CODE: 13-116

ANNUAL SALARY: \$43,160.00-\$64,064.00 DOE

NATURE OF WORK

Performs complex financial and statistical analysis in the maintenance and management of accounting, budget and transaction records for general ledger, grant programs, financial system, and special projects.

DUTIES AND RESPONSIBILITIES:

- Establishes and maintains new departmental accounting systems and procedures; makes recommendations on the implementation of departmental accounting system revisions to increase efficiency and effectiveness; establishes and maintains effective accounting controls;
- Reconciles complex transactions and financial activities according to policies; records changes, reconciles and resolves differences; reviews and investigates financial and accounting records; assures fund integrity, and resolves issues as required; reconciles cash balances between the Finance Department and Treasurer's Office.
- Monitors and analyzes accounting documents for accuracy, completeness, and compliance with Federal, state, and county policies and practices; reviews, reclassifies and prepares journal entries to the appropriate classification; prepares Treasurer journal entries to move cash between funds.
- Serves as technical expert on Financial systems software program; troubleshoots and resolves end user program issues; provides end user training; assigns and maintains access rights to financial system; coordinates on the implementation of upgrades and system enhancements; coordinates implementation schedules with other county employees.
- Analyzes department and program needs; prepares fiscal impact statements; conducts special studies; researches, analyzes, and prepares reports with recommendations for appropriate action.
- Reviews cash handling, petty cash and internal control procedures; prepares and reviews audit schedules and work papers.
- Prepares financial statement compilation and related footnote disclosures.
- Assists and provides accounting related training to Managers.
- Coordinate with auditors, consultants, State Auditor General's office on county audits; research and compile data to prepare for audit; assist auditors and consultants with questions and inquiries.
- Provides assistance with annual budget process as required.

WORKING ENVIRONMENT:

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines.

EMPLOYMENT STANDARDS:

Bachelor's Degree in Accounting or related field and three (3) years governmental accounting experience; or equivalent combination of education, training and experience. A valid Arizona Driver's License.

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KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Generally Accepted Accounting Principles and Generally Accepted Auditing Principles related to Public Sector financial administration; Government Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB); regulations governing accounting activities; governmental auditing processes; business and personal computers, and spreadsheet software applications; County organization, operations, policies and procedure; financial forecasting; cost accounting practices.

Ability to: Assess and prioritize multiple tasks, projects and demands; interpret a variety of technical instructions and manage abstract and concrete variables; review financial information and prepare analytical reports; prepare, maintain and analyze accounting records; ensure compliance with accounting regulations, standards and policies; communicate effectively orally and in writing.

Skills in: Reading, interpreting, understanding and applying accounting standards and procedures, applicable Federal rules and regulations, and County policies and procedures; analyzing accounting issues, evaluating alternatives, and making logical recommendations based on findings; effective oral and written communication; establishing and maintaining effective working relations with co-workers and representatives from other local, state and Federal agencies.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.